

Haywards Heath Town Council Job Description

Job Title:	Projects Officer
Salary:	NJC Spinal points 6 - 9 @ £23,893 to £25,119 per annum (18.5 hours pro rata £11,946.50)
Location of work:	Haywards Heath Town Hall
Responsible To:	Events and Community Officer / Town Clerk
Hours of work:	18.5 hours to be worked primarily over 3 days Requirement to attend all Town Council Events
Annual Leave:	21 working days per annum plus Bank Holidays (pro rata).
Primary purpose and scope of the job: To provide support for the Town Council's events programme and the projects/initiatives led by the Environment and General Purposes Committee.	
Working relationships: Members and Officers of the Council at all levels, members of the public, voluntary and community groups, other local authority contacts at all tiers of local government	
Key Tasks: <ul style="list-style-type: none">• To support the Events and Community Officer with the organisation and delivery of Town Council events and those that the Town Council offers support to third party organisations.• To assist the Town Council in delivering its pledge to help address the climate emergency in relation to its own activities, events, and assets.• To provide support to the Council's Environment Working Group.• To provide support for the administration of Active Haywards Heath.• To manage and organise the Town Council's entry into South and South East in Bloom and support the Haywards Heath in Bloom Committee.• To cover reception on days where front office staff are ill or on holiday.• Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including deputising for other members of staff during holiday, sickness absence when appropriate.• To assist with general administration tasks as directed by Town Clerk including filing; photocopying; typing letters, reports, other forms of record-keeping and ordering of office supplies.	
Requirements: <ul style="list-style-type: none">• A good understanding of vocabulary and grammar.• Good interpersonal skills and able to work well with elected Councillors, staff and members of the public.• Good I.T. skills.• Good communication skills.• Ability to plan and work to deadline.• Be able to manage and deliver a project from start to finish under direction.	